

PRINTED INDEX SEARCH REQUEST

(Use this form *only* for printed records or for copies from a book. For records on microfilm, please use the MICROFILM COPY ORDER form.)

Tennessee State Library and Archives
403 7th Avenue North, Nashville, TN 37243-0312
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DELIVERY INSTRUCTIONS

Send record via U. S. Mail as ☐ Paper copy ☐ CD.

☐ Send record via e-mail as a pdf. If the file exceeds 10 pages or 15MB, it will be copied to a CD. If none, or more than one, of the delivery instruction boxes are checked, a print copy only will be mailed.

PAYMENT TYPE: ☐ Check ☐ Money order ☐ Credit card

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CERTIFIED DOCUMENTS (optional): ☐ Certify one copy of a document for a \$5.00 fee. There is an additional fee to certify each additional copy. Certification must be done at the time the document is ordered; we cannot certify a document once it has left our building. Electronic documents cannot be certified.

IMPORTANT: The following printed indexes/transcriptions of Tennessee records are available. Check **ONE** box below; fill in the blank(s) underneath it and send it back with a check or money order for \$5.00. **Send only one request per form.**

IF YOU DO NOT SEE WHAT YOU WANT listed here, fill in the category “**Other**” (on the back of this form) and return it with the required fee. We will let you know if we can supply the record.

FEES ARE NON-REFUNDABLE. They cover the cost of searching for, copying and mailing the index/transcription information you request (up to 10 pages). If more than 10 copies are required to fill your request, we will quote a price for additional pages.

Land Grant Index [\$5.00]

☐ Index to land grants in Tennessee, indicating name of grantee, county, book and page, and district (specify surname). Note: land grants do not necessarily indicate military service; most are “purchase grants.”

Surname _____

Federal Census Indexes/Transcriptions [\$5.00]

☐ Census indexes/transcriptions for 1820 (partial), 1830, 1840, 1850, 1860, 1870, 1880. **Please note:** Only the head of household is named in the individual indexes for the years 1820, 1830, and 1840; other individuals are indicated only by gender & approximate age group. All members of each household are listed in the indexes for 1850 and 1860. The indexes for 1870 and 1880 list only the head of household. We will provide copies from an index or transcription if you supply one surname and one census year.

Surname _____ Census year _____

County if known _____

FOR OFFICE USE ONLY:

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☐ **Marriage Record Index: Before-1861 [\$5.00]** marriage index, listing names of parties, county and date of marriage. Specify surname.

Surname of Groom _____ and/or Surname of Bride _____

County (if known) _____ Approximate Date _____

If you have the year, county & names of both parties, please use Microfilm Copy Order form to order a photocopy of the marriage record.

☐ **Will / Probate Record Index: Before-1861 [\$5.00]** will/probate index, listing name, date, county, book & page where original record appears. Specify surname.

Surname _____ County if known _____ Approximate date _____

Other [\$5.00]

☐ Indicate the index/transcription you want copied and return this form to TSLA with a check or money order for \$5.00 (see reverse for credit card orders).

Name of index/transcription _____

Surname(s) _____ County _____

Date _____ Type of record _____

No Charge Searches (Only one request per form.)

Marriage, will/probate records, and delayed birth records for the years specified, can be verified at no charge, if you can supply all of the following:

Marriages (1780-1861):

Name of Groom _____ Name of Bride _____

County (if known) _____ Approximate date _____

Wills (1779-1861): Name of deceased _____ County _____

Approximate date _____

Delayed Birth Records – 1869-1909:

Name of child _____

Name of mother _____ Approximate date _____

County _____

For records after the specified years, you must use the Microfilm Copy Order form.

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